**Job Description**

**Admissions Counselor for Sterling College Online**

**Reports to:** Director Admissions

**Description:**

Reporting to the Director of Admissions of the online division of Sterling College, this person is responsible for the recruitment of new students and will be expected to be proficient in admission requirements and processes, financial aid and social media.

**Qualifications:**

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

Other qualifications include:

* Excellent people and communications skills.
* Ability to communicate and work effectively with prospective students.
* Strong organizational skills.
* Demonstrated ability to make effective oral and written communications
* Ability to work closely with others in a team environment.
* Developed computer skills with proficiency in Microsoft Office (Word, Excel, PowerPoint)
* Valid driver’s license.

**Responsibilities:**

* Grow the enrollment of Sterling College Online
* Make a minimum of 50 communications per week (including phone, email and online) with prospective students and personally recruit a minimum of 25 new students each calendar year.
* Off campus recruitment required (community colleges, educational fairs, churches, etc.)
* Keep all SCO social media up to date
* Other duties as assigned to support the overall success of Sterling College Online.
* **Expected Travel:** The Admissions Counselor will travel using a Sterling College vehicle. The right candidate will be comfortable traveling alone. Some recruiting trips may require an overnight stay.

**Education/Experience:**

* Bachelor’s degree required